

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
December 20, 2022

Call to Order:

Ms. Javer, President, called the regular monthly meeting to order at 7:00 PM.

- In compliance with the Open Public Meeting Act, this meeting was announced in the Bergen Record, on the Library's website and on signs posted at the Library entrances.
- This meeting took place online. N.J.S.A. 10:4-8(b) authorizes local units to conduct public meetings through use of streaming services and other online meeting platforms. Information on accessing this public meeting has been posted to the Library's website.

Present:

Ms. Cassotis
Ms. Clarkin
Mr. Ferguson
Ms. Javer
Mr. Lee
Ms. Park
Ms. Subramanya
Mr. Haderler
Mr. Gallina
Ms. Luke

Absent:

Mr. Wendrychowicz
Dr. DeTuro
Mayor Wysocki

Pledge of Allegiance:

Public Present:

Public Session: A *motion* was made at 7:02 PM by Ms. Cassotis and seconded by Mr. Lee to open the meeting to the public. *Motion* passed unanimously.

There being no members of the public present a *motion* was made at 7:02 PM by Mr. Lee and seconded by Ms. Javer to close public session. *Motion* passed unanimously.

Secretary's Report: A *motion* was made by Ms. Clarkin and seconded by Ms. Cassotis to accept the minutes from the November 15, 2022 regular monthly meeting with one correction under the Financial Review: *Mr. Lee was present and voted yes to approve the monthly Financial Reports and the Bills for Payment.* *Motion* passed.

Financial Review:

Financial Reports & Bills for Payment

- Ms. Javer asked if there were any questions regarding the monthly financial reports or the bills for payment, there being no questions.

A *motion* was made by Ms. Javer and seconded by Ms. Subramanya to accept the December 2022 financial reports and bills for payment.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson – yes
Ms. Javer - yes
Mr. Lee - yes
Ms. Park - yes
Ms. Subramanya - yes
Mr. Wendrychowicz - absent
Mayor Wysocki - absent

Motion passed unanimously.

Operational Review: Mr. Haderler highlighted the following from his report.

- **Library Activities:**

- **Technology** – Mr. Haderler reported that he received a proposal from IT Radix for installing a Windows server, migrating us over to from Windows work stations to a domain controller. The quote was higher than our quote threshold. Mr. Haderler stated he will prepare a request for quote to send to multiple vendors and will report back to the board in February.
- **Personnel** – Mr. Haderler reported that there has been additional staff turnover, we are going to be recruiting for five positions: Head of Youth Services, Adult Services Librarian, Library Assistant in Lending Services, PR Coordinator and Janitor positions.
 - Mr. Haderler stated that he has been in touch with a library-specific head hunter to assist with hiring the Head of Youth Services position. The company indicated they could provide service that goes through the identification process, to help identify potential candidates at a cost of \$15,000.
 - Mr. Haderler reported that he plans to advertise the position at a higher rate of pay for the Head of Youth Services position but believes that using a recruiting company would allow us to tap into their network and possibly identify a better candidate. The level of service they provide is to advertise, collect the resumes, provide background research on the applicants, then present a list of applicants and a synopsis on the candidates above and beyond their resume. Once they provide you with the resumes and present the best candidates it is up to the employer reach out to the candidate and schedule the resumes.
 - Mr. Haderler agreed to clarify with the firm, how it works as far as when they get paid.

A motion was made by Ms. Javer and seconded by Mr. Lee to get a formal proposal from the executive recruiting firm for a candidate search for the Head of Youth Services position.

Motion passed unanimously.

- **Statistical Summary:** The statistical reports were acknowledged. Mr. Lee commented that the new patron registration and attendance at library programs is growing nicely. Mr. Haderler stated that there are good signs, students are back in the library and the door counts are up as well as program attendance.

Friends of Mahwah Library Reports:

- No activity

Correspondence:

- No correspondence

Old Business:

- **FY 2023 Draft Budget:**

Ms. Javier stated that the 2023 draft budget in the packet has a few changes from the preliminary budget last month, the changes are listed in the packet.

A motion was made by Ms. Clarkin and second by Mr. Lee to approve the 2023 budget presented in the December packet.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson – yes
Ms. Javier - yes
Mr. Lee - yes
Ms. Park - yes
Ms. Subramanya - yes
Mr. Wendrychowicz - absent
Mayor Wysocki - absent

Motion passed unanimously.

New Business:

- **Transferring Funds to the Capital Account:**

Ms. Javier presented the recommendation to transfer \$200,000 from the Operating Fund to the Capital Fund to fund major repairs, updates, and other major expenses that support the Library's long-range goals identified in the current Strategic Plan.

A motion was made by Ms. Cassotis and seconded by Ms. Clarkin to transfer \$200,000 from the Operating Fund to the Capital Fund.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson – yes
Ms. Javier - yes
Mr. Lee - yes
Ms. Park - yes
Ms. Subramanya - yes

Mr. Wendrychowicz - absent
Mayor Wysocki - absent

Motion passed unanimously.

- **Resolution 2022-12 Authorizing the Deposit of Mahwah Public Library Funds into TD Bank –**

A motion was made by Mr. Ferguson and seconded by Mr. Lee to approve Resolution 2022-12 to authorize the Library to establish bank accounts with TD Bank, withdraw funds from the current bank to be deposited in TD Bank, and close existing accounts.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson – yes
Ms. Javier - yes
Mr. Lee - yes
Ms. Park - yes
Ms. Subramanya - yes
Mr. Wendrychowicz - absent
Mayor Wysocki - absent

Motion passed unanimously.

- **Resolution 2022-13 Authorizing the Library to Provide a Section 125 Cafeteria Plan via Paylocity-**

A motion was made by Ms. Clarkin and seconded by Ms. Javier to approve Resolution 2022-13 to authorize the Library to offer a Section 125 Cafeteria Plan with Health Flexible Spending Accounts and Dependent Care Flexible Spending Accounts managed by Paylocity.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson – yes
Ms. Javier - yes
Mr. Lee - yes
Ms. Park - yes
Ms. Subramanya - yes
Mr. Wendrychowicz - absent
Mayor Wysocki - absent

Motion passed unanimously.

- **Responses to RFQ for updates to the Winter Room HVAC ductwork** – Mr. Hadelier reported that the request for quote to reconfigure the Winter Room HVAC ductwork came back much higher than expected. The current cost for the project based on the proposals that were received is approximately

\$70,000—more than double the \$30,000 anticipated when the project was included in the strategic plan. The existing ducts are undersized and it is disruptive during programs when the HVAC turns on. If the board wants to proceed with this project, we would need to go out for public bid for this project.

After discussion the board agreed to defer the project due to the cost.

- Update COVID Guidelines – Mr. Hadeler recommended that the board revoke the COVID policies established in September 2021, in favor of current CDC guidelines.

A motion was made by Ms. Javier and seconded by Mr. Ferguson to revoke the old COVID policy and bring the COVID policies in line with current CDC guidelines. Motion passed unanimously.

- Inclusive Holiday Decorations – The board considered making changes to the holiday decoration guidelines to be more inclusive of the wide range of beliefs found in Mahwah and represented by staff. After much discussion, the Board requested reviewing other libraries' guidelines for holiday decorations. The Board will revisit this matter in the future.

Trustee Education:

Executive Session: No Executive Session

Public Session:

A motion was made at 8:10 PM by Ms. Clarkin and seconded by Ms. Subramanya to open the meeting to the public. Motion passed unanimously.

There being no members of the public present a motion was at made at 8:10 PM by Mr. Lee and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Upcoming Dates of Note:

- Friday, December 23 – Library Closed for Christmas Eve (observed)
- Saturday, December 24 – Library Closed for Christmas Eve
- Sunday, December 25 – Library Closed for Christmas Day
- Monday, December 26 – Library Closed for Christmas Day (observed)
- Friday, December 30 – Library Closed for New Year's Eve (observed)
- Saturday, December 31 – Library Closed for New Year's Day
- Tuesday, January 17, 2023 – Monthly board meeting, 7 pm. ONLINE

Mr. Ferguson, on behalf of the Town Council, thanked the trustees for all their service in volunteering to the library and the community. He expressed that he really has enjoyed working with everyone this year.

Adjournment:

A motion was made by Ms. Cassotis and seconded by Ms. Clarkin to adjourn the meeting at 8:11 PM. Motion passed unanimously.

Respectfully submitted,

Jennifer Park,
President